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cc: Chief, Supply Br.
Trans. Supt.

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At the meeting attended by the addressees of this memorandum, agreement was reached on the following:

1. The shop stores section of the Supply Branch will receive stock and issue all parts, materials, and gasoline for the Transportation Section. To accomplish this task it was agreed that:
 - a. The Supply Branch parts clerk will be assigned an office in the present dispatcher's building.
 - b. Transportation Section will give assistance in the physical issuing of gasoline when necessary; the parts clerk will, however, issue gasoline when time permits.
 - c. The parts clerk will report solely to the Chief, Shop Stores Section, Supply Branch. He will receive technical advice from the Transportation Superintendent.
 - d. The Transportation Section will provide coverage for the work of the Parts Clerk when he is absent.
 - e. Special efforts will be made to ease parts supply problems by reducing special purchases and by allowing maximum lead time for procurement of special parts.
 - f. Perpetual inventories on gasoline will be maintained by the Public Works Branch Cost Accountant.
 - g. All the above procedures will be used on a trial basis for a period of three to four months. Final agreements on permanent plans will be delayed until this test period ends.
2. Motor Pool driver trips for Supply Branch to "off-base" locations:
 - a. It was agreed that the procurement activities, etc., of the drivers on such trips make assignment of a full time driver potentially valuable. The transportation Superintendent does not wish to give up a driver until it is possible to determine the amount of work that will be eliminated by the change.

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- b. A test will be made of Supply Branch ability to schedule trips and of the time to be saved in Transportation Section. The dispatcher will keep track of time spent driving for the Supply Branch in the week beginning 4 May 1959. In the following week a driver will be loaned to Supply full time and records will be kept of additional time spent by Motor Pool drivers for Supply. Decision as to driver assignment changes will be postponed until after the test.

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Distribution: Orig & 1 - Station Engineer [REDACTED]
1 - Chief, Supply Branch "
1 - Transportation Superintendent "
2 - [REDACTED]
1 - Mgt/S File ✓

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